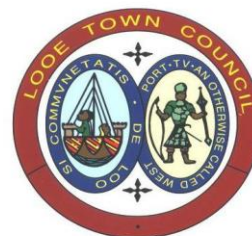


**LOOE TOWN COUNCIL
KONSEL TRE LOGH**



MINUTES OF THE Policy, Strategy and Finance Committee

Held in the Council Chamber, Looe Library and Community Hub,
The Millpool, West Looe PL13 2AF
Telephone: 01503 262255

On Monday 3rd February 2020 at 7.00pm

PRESENT: Chairman: Councillor M Gregory
Councillors E Hannaford, J Newman, J Dingle

IN ATTENDANCE: Mel Colton-Dyer – Commercial Strategy Director and Town Clerk

Open Forum

There were no questions from members of the public.

68	To elect a Chairperson	ACTIONS
69	To Elect a Vice Chairperson	
70	Apologies for absence	
71	Declarations of Interest	

72	<p>Approve the minutes of the PSF meeting held on the 11th November 2019</p> <p>Minutes were checked for accuracy. Cllr Hannaford proposed, Cllr seconded – all agreed.</p>	
73	<p>Matters arising from the minutes</p> <p>57-19 a) Accounting package. It was resolved that this matter would be dealt with as an urgent matter with a proposal document prepared by the CDS by email once the new RFO is in place.</p> <p>e) – Allotment lease – ongoing. Cllr Dingle asked that we ensure approved solicitors are involved.</p> <p>58-19 War memorial railings - Ongoing. A donation was made towards the lawn mower.</p> <p>Investment Policy – ongoing. Committee to discuss at next meeting Cllr Dingle expressed concern over safe havening our reserves – no more than £85k in any one account and spread between banks</p> <p>59-19, ongoing</p>	<p>CSD</p> <p>CSD/Laura to investigate costs</p> <p>Environment and Devolved Services Manager</p> <p>Committee to discuss at next meeting</p> <p>RFO to action</p>
74	<p>Review of Profit and Loss</p> <p>No accounts were available caused by an accounting software problem. Chairperson to lead on reviewing the accounts prior to the external auditor.</p>	<p>RFO/CSD to circulate to Chair prior to the external auditor visit</p>
75	<p>Legal standing of Mayors Charity</p> <p>The Mayors Charity is not currently a registered charity. There was a discussion on whether the Council should implement. It was resolved that the RFO would prepare a report on the impact Cllr Gregory proposed. Cllr Hannaford seconded - all in favour.</p>	<p>RFO to action</p>
76	<p>Rental Charges Seafront Store</p> <p>The current situation was discussed. The Committee resolved to terminate the agreement and re-advertise the property once the CSD has prepared a strategy paper for discussion on potential used and income. It was agreed to suggest a monthly agreement which takes in to account electricity. Also to install a separate meter for electricity and ensure business rates are paid by the occupant. Cllr Dingle proposed and Cllr Hannaford seconded.</p>	<p>CSD</p>

77	<p>Rental Charges Calweton Practice</p> <p>The Commercial Strategy Director has recovered the payments from April to August from Cornwall Council and has negotiated a new understanding with the Vet's. From the first of February there will be an 'easy in, easy out' agreement of 3 month with a rent of £100 per week.</p>	<p>CSD to arrange invoice and written understanding</p>
78	<p>Requests for Financial Assistance</p> <p>iSight Cornwall - £250 requested. The Council were impressed with the number of individuals with sight loss in Looe who were supported by this Charity. Cllr Hannaford proposed Cllr Dingle seconded. The Committee resolved to donate £250.</p> <p>St Pinnock Band - £750 requested. The Committee were concerned with the large drop in the band subscriptions and also the increase in the conductor's fees and asked that this was queried. The committee resolved to donate the £750. Cllr Dingle proposed and Cllr Hannaford seconded.</p>	<p>CDS to action</p> <p>CSD to action</p>
79	<p>Library Furniture</p> <p>It was resolved to purchase the noticeboard, soft seating and computer chairs requested. Cllr Hannaford proposed, and Cllr Gregory seconded.</p>	<p>Library Manager</p>
80	<p>Lift Maintenance</p> <p>Two quotes were explored. It was suggested that the quotes are emailed to the committee for an email discussion and resolution. Also clarification of location of Jacksons was requested.</p>	<p>Library Manager</p>
81	<p>Correspondence</p> <p>None</p>	
82	<p>Looe Town Council Pre-Application Planning Policy amendment</p> <p>The statement was read. It was resolved that the proposed changes are adopted in full. Cllr Hannaford proposed, Cllr Gregory seconded.</p>	<p>Admin, Planning and Civic Officer to amend</p>
83	<p>Matters for further urgent discussion</p> <p>Bank Signatories Terms of Reference</p>	<p>CSD/RFO to add these 4 items to next</p>

	<p>Criterion for Community Chest Cromwell – painting</p> <p>Cllr Dingle proposed a standard Co-option panel to ensure equity in scoring with a minimum of 5 Councillors to sit on the panel made up of the Chairs of the Committees together with the Mayor and Deputy Mayor. Once scored the top and bottom scores to be discounted to provide equity.</p> <p>Cllr Dingle also asked for Lavine Lonsdale to provide a breakdown of work undertaken to date on the Polean Masterplan.</p> <p>Cllr Hannaford raised the tree warden scheme in and around Looe and is seeking the support of the Council, there is no financial input needed by the Council and no capacity will be required. It was determined that the matter needed no further discussion and that agreement could be referred to the Council by email.</p>	<p>meeting Agenda</p> <p>Add to next full Council agenda</p> <p>CSD to request.</p> <p>CSD to circulate and request email confirmation</p>
84	Date of Next meeting: Monday 16th March 2020 at 7.00pm	

The Meeting closed at 9.00 pm.

Signed

Date.....